



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519

RECEIVED TOWN CLERK  
GRAFTON, MA

2022 MAR -7 1 AM 9:43

## Community Preservation Committee

### MEETING MINUTES

January 27, 2022

Meeting was called to order at 7:01PM by Chairman, John Stephens.

Present were: Jim Gallagher, Brook Padgett, Kristen Belanger, Justin Wood, Sandy Brock, Paul Scarlett, and John Stephens. Absent: Ken Holberger and Richard Whitney. Staff in attendance: Joann Duncan. This meeting was held via zoom as the municipal center was closed due to Covid-19. John read the remote meeting guidelines and took roll call for attendance.

The Capital Improvement Planning Committee (CIPC) was in attendance and the Chairperson, Colleen Roy called their meeting to order and too attendance via roll call.

John then turned the meeting over to Colleen. She reviewed with the Committee ClearGov and suggested they watch the last CIPC meeting (January 20, 2022) where a demonstration was provided at the 23-minute mark. There is a spot within ClearGov where CPA Funds can be identified as a funding source. She stated it will provide CPC to tell the timeline of a project. The software is being on boarded this year. She added that CPC Admin Staff would most likely have access to ClearGov and be the person updating it.

Sue Robbins asked John to review with CIPC the application process since CIPC has some new members.

Amy Marr asked about a potential grant for the South Grafton Elementary School playground accessibility project. Members discussed what the requirements are for CPA funding, things that should be included in the application.

CIPC adjourned their meeting at 7:48pm.

### Treasurer's Report

A motion was made by Justin and seconded by Jim to accept the Treasurer's Report. The motion passed 7-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Kristen, aye; Sandy, aye; Paul, aye; John, aye.

### Open Space and Recreation Plan Invoice

John stated an invoice was not paid to CMRPC for work they completed on the Open Space and Recreation Plan. This project was completed during the transition in Town Planners and it may have slipped through the cracks. That project has been closed out and the remaining funds returned to the CPA Fund. The amount returned exceeds the amount of the invoice. The Town Accountant has stated the easiest solution is to pay this invoice from the administrative fund. Then other option is to take the invoice to the Special Town Meeting in May 2022. The committee discussed the options. It was stated there is enough in the administrative to cover this and future expected expenses. Justin made a motion seconded by Jim to pay this invoice with the administrative funds. Paul asked for clarification on the amount in the fund. The motion passed 7-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Kristen, aye; Sandy, aye; Paul, aye; John, aye.

### Clerk's Report

A motion was made by Jim and seconded by Paul to accept the meeting minutes of December 2, 2021 as presented. The motion passed 7-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Kristen, aye; Sandy, aye; Paul, aye; John, aye.

### Annual Report

The committee reviewed the Annual Report. Joann stated that Ken would be reviewing the numbers and finalizing them. Justin stated he felt the votes to extend the sunset provision on articles should be included in the report. A motion was made by Paul and seconded by Jim to accept the annual report as presented with revised numbers provided by Ken and addition of the sunset extension articles. The motion passed 7-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Kristen, aye; Sandy, aye; Paul, aye; John, aye.

### Warrant Articles

The Committee is expecting an article from the Unitarian Universalist Society of Grafton and Upton. Paul gave a brief update of this conversation with them. Joann stated the annual budget and bond payment articles will be at this Town Meeting and Justin stated it appears there will be a project proposal for the accessibility of South Grafton Elementary School playground.

### Robinson Property

Sandy provided an update on the two lots that have some before the Conservation Commission.

### Project Updates

- Town Records Archival Project – Paul stated the Town Clerk would be submitting a new proposal for the digitization of records.

- Historic Gravestones – John stated Skip Currier has some information and has given that to Richard who continues to work on this project.
- Grafton Common Restoration – Paul stated things are being organized for work in the Spring. There will be another change order for the purchase of the bollards to be placed by the electrical panel. There is no completion date set for the Bandstand work. That timeline is being worked on now. They expect it will be 6-8 weeks.
- Weights and Measures – John stated electricity needs to be added to the spot in the Library where the cabinet will be placed. Once the outlet is in place, the cabinet can be moved.
- Lions Club Property Engineering Work, Lions Club Property Recreational Improvements, and Lions Club Phase III – Jim stated Phase II work on the driveway is almost done.
- Cisco Homestead – There was no update.
- Recreation ADA Projects – Kristen stated there are a few punch list items left to complete. It is anticipated that these items may cost a bit more and will be supplemented with Recreation Funds.
- Weed Abatement – Joann stated it is expected the bids will go out in January 2022 for this project.
- 95 North Street – Kristen state the Conservation Commission and the Recreation Commission have put together the RFP. The outreach for this project will happen in the April – July timeframe. They expect to come back to the CPC in the Fall for construction costs.

Jim made a motion seconded by Justin to adjourn the meeting at 8:26PM. The motion passed 7-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Kristen, aye; Sandy, aye; Paul, aye; John, aye.

Respectfully submitted by,  
Joann Duncan

The meeting can be viewed at: <https://www.youtube.com/watch?v=IHGrUkcpxYI>